

Implementation Manager Meeting Minutes

Name of group holding the meeting: Implementation Managers

Who called the meeting: Bob Bair

Date: 2/14/02

Time: 10:00

Place CSC

Attendees:

Gordon Alston	(OFM)
Bob Bair	(CSC)
Myrian Myer	
John Sansing	
Bill Starr	
Nevins Frankel	(Census)
Millie Ingels	(NOAA)
Mike Stogsdill	(NIST)
Teresa Coppelino	
Ghee Tara	(EDA)

Agenda:

New Agenda Items

- Status of Current Projects
- CSC Funding and Unfunded Projects
- CAMS User Conference
- CAMS Business Case
- CSTARS – Booz-Allen review of interface options
- CSC Staffing Status
- User Documentation
- Use of Word vs WordPerfect vs PDF Files for providing documents to bureaus
- Software Delivery Schedule
- Synchronization of Software Deliveries
- Bureau Acceptance of Software

Key issues or topics addressed:

Status of Current Projects

Standard Interface AP – Should be completed by 3/28. The CSC was told that NOAA is not concerned about a 3/28 release date so the CSC may do one release to all bureaus in the May time frame.

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Summary Level Transfer – The coding and testing are on schedule and the CSC will deliver phase I by 3/11 and Phase II by 4/8.

ASAP Grants – Software has been coded, functionally tested, and released to the bureaus for testing.

Reimbursable Agreements Upgrade – The CSC is re-looking at Phase II (Whip Process). We are completing Phase I coding but will delay functional testing until April when Standard Interface AP testing is completed. The CSC and bureaus are reassessing requirements for the whip process. We are continuing to reprice Phase II and if it is too expensive, we will postpone further work until FY 2003.

AR Redesign – The CSC will deliver the dunning process in mid-March to NOAA for testing or hold the code until all the AR redesign Phase II work is completed. The expected completion date is no later than April 25th. The AR redesign Phase II code will be sent only to NOAA. Census and NIST stated they won't use AR until RAU is also completed. NIST stated they need AR and RAU by January 2003.

User Documentation – The documentation will be set up in RoboHelp on the web. We will first create a Word document and once it is put in the RoboHelp format for the web, it will be maintained in that format. CSC staff are assessing the ways to give the documentation to bureaus: via web page, file attached to screen, or publish on CDs. We have a contractor finalizing the Receivables manual and writing the SLT manual from scratch. John Sansing will publish a scorecard to let the bureaus know where we are in the documentation process.

User Conference – The conference will be held on June 11th at Main Commerce. Jim Taylor is reviewing a draft letter from Otto Wolff to bureau CFOs to ask for participants. Speakers will include Jim Taylor, Bob Bair, John Sansing, and the implementation managers.

Data Warehouse – Version 3.6 with drilldown capabilities will be available in late March and it will be synched to all prior software. The CSC will re-synch and redeliver the DW code behind all the AR Redesign Phase II deliverables.

CSTARS/CAMS Interface – The Office of Acquisition Management has asked Booz-Allen to review the interface options developed by the CSC and CACI. They will recommend essential requirements and assess the CSC/CACI cost estimates.

CAMS Business Case – The CSC is working with Booz-Allen to refine their cost data elements. Once we receive a revised draft and it is cleared by OFM, we will share it with the implementation managers.

Design Documents – The CSC and implementation managers agreed to standardize all design documents in PDF format. Myrian Myer will look into releasing them via the web.

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Audit Support – We are looking at the outstanding issues for standard sub-ledger reports for trial. We will do an assessment by report series. John is working through OFPA to create a list of reports that still need to be developed. Starting next week, John will review existing reports with each bureau, run the reports on bureau data to make sure bureaus understand the reports and the data.

Reporting Consolidated Financial Data (Hyperion) – Last year we got electronic data on disk and uploaded it at headquarters. This year we plan to put the application in the bureaus and let bureau users have view capabilities and do data upload. In the future and if funds are available, we will build a direct feed from bureau CFS to Hyperion and eliminate the manual data upload.

Finance Officers Group – The FO's want a standard set of reports run and saved before data are archived. The CSC is looking into this issue.

Dates and Location of Future Implementation Manager Meetings

March 14	- NOAA
April 11	- Census
May 9	- NIST
June 13	- EDA

Action Items.

John Sansing will provide the bureaus with the list of audit reports that will be developed.